



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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ROSE MCKENNA, CHAIR
VIRGINIA DESMOND, VICE-CHAIR

ASHLEY STUART, DIRECTOR
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**Meeting Minutes for
September 17, 2014**

The meeting was called to order by the Vice Chair, Virginia Desmond, at 12:36 p.m. at the Tewksbury Senior Center.

Members Present: Virginia Desmond, Marie Durgan, Peg Keefe, Lorene Patch, Paul McNaught, Joan Unger, and Joel Deputat.

Members Absent: Rose McKenna and Joanne Aldrich

Others Present: COA Director Ashley Stuart, Janice Conole, Melissa Johnson, Recording Secretary, and Lisa Downey, Veteran's Agent.

Ms. Desmond noted that Mark Wood has submitted his letter of resignation and read the letter aloud.

Ms. Desmond noted that there are visitors present today: Kathy Walsh, Kathy Brothers, Mary Ann, and Cindy Trudeau.

1. Approval of Meeting Minutes – July 16, 2014

Ms. Stuart noted a scrivener's error in Ms. Aldrich's name in the motion to adjourn.

MOTION: Mr. McNaught made the motion to approve the July 16, 2014 meeting minutes; seconded by Ms. Durgan and the motion carried 6-0-1. Mr. Deputat did not take part in this vote as he was not present at the July 16, 2014 meeting.

2. Finances

a) List of FY14 invoices processed since July 16, 2014

b) FY15 Weekly Budget Report from Munis dated September 17, 2014

Mr. Deputat read the budget report aloud. The total available operating budget as of September 17, 2014 is \$26,949.04 with \$45,396.42 being encumbered.

MOTION: Mr. McNaught made the motion to approve the operating budget report through September 17, 2014; seconded by Ms. Durgan and the motion carried 7-0.

3. Announcements and Correspondence

a) Upcoming Events:

- September 19, 2014 – The Silvertone’s will hold its monthly dance.
- September 22, 2014 – Cootie Party
- September 25, 2014 – A volunteer meeting will be held at 9:30 a.m. at the Senior Center. It is highly recommended that current volunteers attend the meeting. New folks are welcome to explore volunteer opportunities.
- September 27, 2014 – The Friends of the Elderly will hold a yard sale from 9:00 a.m. – 2:00 p.m.
- September 29, 2014 – DJ Jon Mansfield
- October 5, 2014 – Friends of the Elderly Breakfast from 7:00 a.m. – 11:00 a.m.

Mr. Deputat requested the Friends be reminded to check the building upon departure as there was an alarm call after the last breakfast. Ms. Stuart noted that she has reached out the Friends of the Elderly and requested they double check the building to ensure it has been properly secured upon their departure.

- October 8, 2014 – October 10, 2014 – Ms. Stuart and Ms. Conole will be attending the MCOA Conference

Ms. Desmond asked who will be covering the building. Ms. Walsh will be covering the telephones and Mr. Noel will be covering the building. The Board of Health will cover from 3:30 – 4:00.

- October 10, 2014 – Friends of the Elderly activity meeting at 9:00 a.m.

Mr. Deputat asked if Linda Brabant is still running the Friends of the Elderly and if there has been a change in membership. Ms. Desmond noted that there have been no changes.

Mr. McNaught asked if the Friends of the Elderly pay a fee to use the building and Ms. Desmond noted that a flat fee is paid and they also put money back into the center.

- October 13, 2014 – Columbus Day – The Senior Center will be closed.
 - October 17, 2014 – October 19, 2014 – Quilt Show at the Senior Center
 - October 22, 2014 – Red Hat Halloween Party from 6:00 p.m. – 10:00 p.m.
 - October 24, 2014 – Friends of the Elderly Halloween Dance at 7:00 p.m.
 - October 25, 2014 – Senior table at Applefest Craft Fair from 9:00 a.m. – 3:00 p.m. Ms. Stuart as well as volunteers will be covering this event.
- b) Mark Wood has resigned from the Council effective immediately. Potential Council members include: Doug Sears, Michael Dider, Arthur Costa, Kathy Brothers, Kathy Walsh, Rose McKenna, and Arlene Wright.

Discussion took place on sending letters of appreciation to those members who resign. It was the consensus to send thank you letters from the Council to Mr. Wood as well as Warren Layne, who also recently resigned.

Ms. Desmond explained that there are two vacancies on the Council; one is a Board of Selectmen appointment and one is COA Chair appointed.

Mr. Deputat requested the candidates that are present be allowed to speak.

Ms. Brothers introduced herself and noted that she also serves on the Board of Health and would be interested in filling one of the vacant seats on the Council. Mr. Deputat asked if there is a conflict of interest being an elected official. Mr. McNaught noted that he researched this matter and he does not believe it is a conflict; however, he does feel that there are existing conflicts on the Council.

Ms. Durgan noted that some of the names of the potential candidates are not currently active at the Senior Center and suggested someone who is involved with the center be chosen. Mr. McNaught noted that any resident of Tewksbury is eligible to apply for the seats. Mr. Deputat suggested the members contact the Board of Selectmen to express their concerns regarding potential candidates.

Ms. Brothers noted that she also runs a group at the Center on Tuesdays and has been active at the Center for 2-3 years.

Ms. Walsh introduced herself and explained that she has been active at the Center for 5 years and volunteers at various events. Previously, she was the Assistant Executive Director at a Community Center.

Ms. Desmond noted that a list of appointment expiration dates has been included in the member's packets.

Ms. Desmond requested Ms. Unger start signing the approved meeting minutes as Ms. Stuart has been. Ms. Johnson explained that the Town Clerk no longer requires the minutes to be signed. Ms. Stuart noted that the Town Clerk has been sending the minutes back requesting a signature. Ms. Johnson noted that she also files the approved minutes electronically with the Town Clerk's office.

- c) The internet problem has been solved. One of the elementary schools was streaming videos, which was overloading the network and causing it to crash. Ms. Stuart noted that internet connection has not been lost since and My Senior Center has been up and running.

Mr. Deputat asked if a new security company has been hired. Ms. Stuart explained that she has been unable to find a company willing to work with the existing equipment. As a result, the town's IT Director, Jaime Bent, has been working on this. Mr. Deputat requested the cameras be tied into the internet access to allow for access from home. Ms. Stuart will discuss this with Mr. Bent.

- d) The Fred Manzi dance held on September 12, 2014 was a success with approximately 70 people in attendance.

4. Unfinished Business

- a) Status of Veteran's Plaque

The Council members welcomed Ms. Downey as Tewksbury's new Veteran's Agent. Mr. McNaught explained that Council had unanimously voted in June to hold off on the plaque until the new Veteran's Agent had settled into the position. Mr. McNaught noted that he has discussed the plaque with Ms. Downey.

Mr. Deputat discussed the issues that previously arose with this project in the past and agreed that a general plaque with no individual names is best. Mr. Deputat asked who will be paying for the plaque. Mr. McNaught noted that he has suggested the three Veteran's organizations in town. Ms. Downey will reach out to the three organizations.

Discussion took place on whether the Coast Guard and Merchant Marines should also be included. Ms. Downey will look into this further and report back to the Council.

Ms. Walsh explained that in the past her and her husband had offered to donate the funds for the plaque. Ms. Walsh noted that she would still like to make a donation towards the plaque.

Ms. Trudeau noted that she feels the Coast Guard and Merchant Marines should also be included.

MOTION: Mr. McNaught made the motion to create a general plaque to be displayed at the Senior Center for all service members; seconded by Ms. Unger and the motion carried 7-0.

- b) Ms. Stuart noted that she is still awaiting approval from the State on the Formula Grant. The breakdown for the grant is as follows: \$3,030 volunteer coordinator, \$15,250 exercise, \$16,024 furnishings for server and gift shop, \$1,000 office supplies, \$196 general postage, \$1,036 MCOA dues and LSW License, \$588 newsletter postage, \$1,400 MCOA Conference, \$2,000 Volunteer Recognition, \$4,500 wood working shed, and \$4,000 hoarding response.

MOTION: Mr. Deputat made the motion to accept the Formula Grant as presented; seconded by Mr. McNaught and the motion carried 7-0.

- c) Ms. Stuart and Ms. Conole have attempted to contact Mr. Sullivan from the Shawsheen Tech many times and have not gotten a response. Ms. Stuart discussed new ways to finish the wood working shed.

Mr. Deputat suggested Tewksbury's representatives on the Shawsheen Tech School Committee be contacted regarding this. Ms. Stuart requested Mr. Deputat reach out to the Shawsheen Tech School Committee.

- d) The chairlift behind the stage is still being addressed. The Town Manager, Richard Montuori, contacted the Garaventa Lift Company and it does not appear that they will hold the town to the \$10,000 balance the construction company did not pay after the settlement. The Senior Center will need to pay for the repairs/updates to get the lift running and up to code. Mr. Montuori is requesting \$5,000 to complete this project at the upcoming Special Town Meeting. We will also need to pay an annual fee of \$00 for inspection. At this time, it is not clear whether or not we will be accountable for the \$100/day fine from the expiration date of the last inspection. Representative Miceli has been working on getting this fee waived.

Mr. Deputat asked if the proposed fine amount is known. Ms. Stuart noted that she believes it is in excess of \$50,000. Mr. Deputat noted that it is his understanding that there have been 24 appeals filed and non have been won.

- e) The parking lot light project, to increase energy efficiency, will be completed by the end of November. This project is being sponsored by the Green Committee through the Green Community Grant.

Ms. Desmond asked if there was any other unfinished business.

Ms. Desmond noted that discussion occurred at the previous meeting regarding reaching out to insurance companies to determine if there are any grants available to help fund the exercise class so a fee would not have to be paid by the seniors. Ms. Unger noted that she

reached out to Tuft's regarding this. The woman she spoke to was not very helpful and stated that she would have someone call Ms. Unger back and this has not yet happened.

Mr. Deputat asked if the decreased amount in funding is known. Ms. Stuart noted that it is approximately \$7,000.

Ms. Unger noted that the Town of Wilmington receives a grant from Lahey Clinic.

Ms. Desmond noted that she reached out to Representative Miceli regarding this and left a message for the young man covering for Mr. Miceli who stated there was a grant for this. Ms. Stuart noted it was the Formula Grant that they were thinking of.

Discussion took place on not desiring to eliminate any of the activities that are currently offered.

5. New Business

There is a definite need for transportation services for Tewksbury seniors. The services that the LRTA is currently providing are limited. The Road Runner is available to go to limited locations, because there is no "contract" with them. Of the 13 cities/towns the LRTA services, Tewksbury is the only COA without a contract. Ms. Stuart has contacted LVRTA to get a better understanding of the services available and contract options. Ms. Stuart is still awaiting a reply and will report back to the Council.

Mr. Deputat noted that in the past the town had two van drivers that were full time that drove the seniors and LRTA came along and replaced this. Ms. Stuart asked if this is something the members would like to see happen again. Mr. McNaught explained that some years ago it was suggested to reach out to one of the car dealerships in town to see if they would donate a vehicle with their advertisements on the vehicle. It was the consensus of the members to research this further.

Ms. Desmond asked if there was any other new business and there was none.

Adjourn.

MOTION: Mr. McNaught made the motion to adjourn at 1:46 p.m.; seconded by Ms. Keefe and the motion unanimously carried 7-0.

Approved: October 15, 2014

**Documents Discussed and/or Presented
September 17, 2014**

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of July 16, 2014**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through September 17, 2014**
A copy can be found with the Council on Aging Director or the Finance Director